



# NOTICE TO ALL EMPLOYEES

## YOU ARE PROTECTED UNDER PROVISIONS OF THE RHODE ISLAND EMPLOYMENT SECURITY ACT AND THE TEMPORARY DISABILITY INSURANCE ACT



### UNEMPLOYMENT INSURANCE BENEFITS

If you become totally or partially unemployed:

1. File your claim for benefits within 7 days of your layoff date. File by telephone through the following number from 8 am to 3 pm Monday through Thursday, 9 am to 3 pm Friday. (Interpreters are available for Spanish, Portuguese, Cambodian, Laotian and Hmong languages):

(401) 243-9100

Monday is usually a high volume day, you may prefer to file your claim later in the week.

2. Have your correct Social Security number and the name, address and telephone number of your employers for the last two years available when you call. If you are not a U. S. citizen, have your alien registration number ready.
3. To collect unemployment benefits the law requires that:
  - a. You must be unemployed through no fault of your own,
  - b. You must have earned minimum qualifying wages while you were working,
  - c. You must be physically able to work, available for work and actively seeking work, and
  - d. You must register for work with the Department of Labor and Training

### EMPLOYMENT AND TRAINING SERVICES

If you need help in finding a job:

The Department of Labor and Training offers free employment and training related services including:

1. Job referral and placement services.
2. Resource rooms with a wide range of employment and training resources.
3. Career counseling and testing to help assess aptitudes and interests.
4. Internet access for employment and training information.
5. Job Search Workshops to help you develop interviewing skills.
6. Resume writing seminars to help you create an effective resume and cover letter.

**CONTACT ANY NETWORKRI CENTER**

### TEMPORARY DISABILITY INSURANCE BENEFITS

#### WHO IS ELIGIBLE FOR TDI BENEFITS?

If you have become ill or injured and meet all of the following requirements, you may be entitled to receive benefits.

1. You were unemployed because of illness or injury for seven consecutive days or more, and
2. You were under the care of a licensed doctor, and
3. Your illness or injury occurred within the last fifty-two weeks, and
4. You earned enough in qualifying wages to be eligible.

#### HOW TO APPLY

You can apply for benefits by completing a TDI application. The application form may be obtained from one of the following sources:

1. By calling (401) 462-8420

2. By writing to:

**Rhode Island Department of Labor and Training  
Temporary Disability Insurance Division  
PO Box 20100  
Cranston, RI 02920-0941**

3. From your local *One Stop Center* of the Department of Labor and Training
4. Also, your employer, your doctor or hospital may have applications on hand.

More detailed information regarding TDI can be obtained by calling (401) 462-8420.

**NOTE:** You may be entitled to a refund of a portion of your contributions if during the calendar year TDI contributions were deducted from your pay by more than one employer. Information may be obtained regarding a refund by calling (401)222-3682 or writing to the **RI Division of Taxation, Employer Tax Section, One Capitol Hill, Ste 36, Providence, RI 02908-5829.**

**RULE 5  
POSTING OF NOTICES**

**(Adopted under Section 28-44-38 of the  
Employment Security Act and Section 28-41-15 of the  
Temporary Disability Insurance Act)**

Every employing unit in the State of Rhode Island shall post and maintain printed notices of such form and design and in such numbers containing such information as the Director, Department of Labor and Training, may determine to be necessary to administer the Employment Security Act and Temporary Disability Insurance Act. Such notices shall be posted in conspicuous places where the workers' services are performed.